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**HIV/AIDS MULTISECTOR (SO9) TEAM LEADER
USAID/ZAMBIA-AFRICA**

SOLICITATION NO.: 07 - 17
ISSUANCE DATE: December 27, 2007
CLOSING DATE: January 28, 2008 at 4:00 p.m. Lusaka time

SUBJECT: Announcement of Solicitation for Third Country National/US Personal Services Contractor (TCN/USPSC) HIV/AIDS Multisector (SO9) Team Leader, HIV/AIDS Multisector (SO9) Office, Lusaka, Zambia.

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified individuals interested in providing services as a TCN/USPSC HIV/AIDS Multisector (SO9) Team Leader in Lusaka, Zambia. Submittals shall be in accordance with the attached information at the place and time specified.

Any questions on this solicitation may be directed to:

Jeff Sharp, Executive Officer
USAID/Zambia
Plot No. 351 Independence Avenue
P.O. Box 32481
Lusaka, Zambia

TELEPHONE NUMBER: (260)-211-254-303
FAX NUMBER: (260)-211-254-532
E-MAIL ADDRESS: jsharp@usaid.gov (Jeff Sharp)

All applications and the required documents should be submitted to:

Jeff Sharp, Executive Officer
USAID/Zambia
Plot No. 351 Independence Avenue
P.O. Box 32481
Lusaka, Zambia

TELEPHONE NUMBER: (260)-211- 254-303
FAX NUMBER: (260)-211-254-532
E-MAIL ADDRESS: jsharp@usaid.gov (Jeff Sharp) with copies to
mdeurwaarder@usaid.gov (Mwansa Deurwaarder)

Applicants should retain for their records copies of all enclosures which accompany their applications



**SUBJECT: SOLICITATION FOR TCN/US PERSONAL SERVICES CONTRACTOR
HIV/AIDS MULTISECTOR (SO9) TEAM LEADER USAID/ZAMBIA-AFRICA**

SOLICITATION NUMBER: 07 - 17

ISSUANCE DATE: December 27, 2007

CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:
January 28, 2008 at 4:00 p.m. Lusaka time.

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|------------------------|---|
| POSITION TITLE: | HIV/AIDS Multisector (SO9) Team Leader |
| MARKET VALUE: | GS-15; US\$114,467 – US\$148,807 (includes diff.) |
| PERIOD OF PERFORMANCE: | Two years with an option to renew, depending on the continuing need of the position and availability of funds |
| PLACE OF PERFORMANCE: | Lusaka, Zambia |
| SECURITY ACCESS: | Secret |
| AREA OF CONSIDERATION: | Third Country National and U.S. Citizens |

USAID/Zambia seeks the services of a Third Country National and US citizen to serve as the Team Leader for the HIV/AIDS Multisector Program located in Lusaka, Zambia for an initial period of twenty-four (24) months.

I. SUMMARY

As Team Leader, the individual will support the achievement of the Mission's Strategic Objective (SO9) – The HIV/AIDS Multisectoral Response.

The incumbent of this position will provide policy-level, technical, and management leadership for the HIV/AIDS Multisectoral Response to USAID, the U.S. Embassy, the Government of the Republic of Zambia (GRZ), private sector, and NGO/PVO contacts.

The ideal candidate will be a dynamic individual with a broad-based technical background in HIV/AIDS, as well as strong management, and negotiation skills to lead the SO9 team in a Multisectoral HIV/AIDS program. The individual should also bring well-honed team building, communication and interpersonal skills in order to work with all units within USAID, other USG teams, the GRZ, the private sector, and the non-governmental sector.



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on issues regarding HIV/AIDS. He/she should have a strong understanding of the HIV/AIDS epidemic, especially as it affects all sectors of society.

II. BACKGROUND

HIV/AIDS hinders Zambia's development with an estimated 1.1 million persons, or 10% of the population, living with HIV/AIDS. HIV/AIDS is destroying families, institutions, and the country's ability to achieve sustainable development. Challenges associated with HIV/AIDS include: 1) loss of economically active adults in their prime earning years, including the loss of well-trained people encumbering top positions; 2) increased number of orphans – some 1.2 million in Zambia, of which an estimated 801,000 orphans lost one or both parents to HIV/AIDS; and 3) increased costs of treating the ill and the dying, further straining the GRZ's health system, overburdening community safety nets, and draining any family savings.

USAID/Zambia has integrated HIV/AIDS activities throughout the entire USAID portfolio, and has set up a specific strategic objective (SO9) to deal with the multi-sectoral aspects of HIV/AIDS. There is also a bilateral health SO that addresses the clinical side of the HIV/AIDS activities and is managed by the SO7 Team Leader. USAID/Zambia manages an annual portfolio of approximately \$124 million with funding from The President's Emergency Plan for AIDS Relief (PEPFAR).

The SO9 team is responsible for: 1) monitoring, evaluating, and reporting on HIV/AIDS activities for USAID; 2) providing technical assistance in HIV/AIDS to all SO Teams; 3) managing programs that cut across several SO areas such as care for people living with HIV/AIDS, support to orphans and vulnerable children (OVC), HIV/AIDS workplace programs, HIV/AIDS institutional strengthening, and prevention of HIV transmission among Most at Risk Populations; and 4) creating an enabling policy and legal environment to fight stigma, discrimination, and ensure equitable access to HIV/AIDS prevention, care and treatment services. In addition, SO9 manages Food for Peace Multi-year Assistance Programs, PL 480 Emergency Food Assistance, and the Women's Justice and Empowerment Initiative (WJEI).

The Team Leader will provide technical and management leadership for this complex portfolio in order to achieve the overall SO9 objectives and targets which contribute to the achievement of PEPFAR Zambia strategy and results. He/she will serve as USAID/Zambia's focal person for PEPFAR.

III. SPECIFIC DUTIES AND RESPONSIBILITIES

Strategic Planning, Design, and Implementation



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- A. Provide vision, strategic direction and leadership to the SO9 team (eight technical professional staff and two support staff) in the design and implementation of all projects/activities in the portfolio presently valued at approximately 73 million annually.
- B. Direct team members to ensure quality monitoring and reporting on HIV/AIDS activities for USAID including completion of the PEPFAR Country Operational Plan, PEPFAR Annual Program Report, and the HIV/AIDS sections of the USG Mission Strategic Plan (MSP) report, and other key documents.
- C. Represent USAID during high level interactions with ambassadors, ministers, other high level ministry officials, and civic leaders.
- D. Serve as USAID's focal point on the USG interagency PEPFAR Coordination Team that is made up of approximately 20 participants (Embassy, USAID, Peace Corps, the Center for Disease Control and Prevention and the Department of Defense), and is chaired by the U.S. Ambassador.
- E. Ensure USAID coordinates efforts with other multilateral and bilateral donors to harmonize support and funding to the GRZ and for the implementation of HIV and AIDS programs and activities.
- F. Represent the U.S. government and provide policy-level inputs for U.S. Government officials at key events relating to HIV/AIDS. Ensure that information on the USAID/Zambia's multi-sectoral activities is widely disseminated.

Program and Project Management:

- A. Lead the coordination of all multi-sectoral HIV/AIDS initiatives in USAID, including planning, monitoring, reporting, and evaluation.
- B. Supervise/provide management oversight to SO9 team.
- C. Develop and manage SO9 budget in coordination with the Mission Program Office and Controller ensuring up to date PEPFAR budgets, timely obligations, well documented accruals, and quarterly pipeline analyses.
- D. Serve as CTO supervisor and alternate CTO as required for the SO9 Team. Facilitate/negotiate with team members to resolve problems/conflicts.
- E. Serve as CTO for the 'Local Partner Capacity Building Project' a \$50m/5 year umbrella project.
- F. Provide management oversight to Food for Peace Multi-year Assistance Programs, PL 480 Emergency Food Assistance, and the Women's Justice and Empowerment Initiative under SO9.



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- G. Direct the preparation of analysis and documentation required under the USAID and PEPFAR Annual Reports process.

Technical Leadership:

- A. Provide leadership for the Mission-wide HIV/AIDS Group and the HIV/AIDS all Chief of Party monthly meetings, ensuring coordination of HIV/AIDS activities among the strategic objective teams and USAID partners.
- B. Serve as the USAID/Zambia Mission's contact person for the PEPFAR and Strategic Information (SI) liaison to the Office of the Global AIDS Coordinator (OGAC).
- C. Provide senior technical leadership support and assistance to the GRZ National AIDS Secretariat and Council. Participate in national HIV/AIDS strategic planning and monitoring activities.
- D. Develop and maintain ongoing support for HIV/AIDS activities to key line ministries including Ministry of Sports, Youth and Child Development, Ministry of Community Development and Social Services, Ministry of Home Affairs, Ministry of Finance, and Ministry of Tourism and the Environment.
- E. Provide high-level technical leadership and direction to strengthen key HIV/AIDS institutions at national, provincial and district levels to ensure that all implementing partners are well coordinated and that scale-up of activities is successfully implemented in all districts.
- F. Provide high-level technical assistance and serve as advisor to selected vulnerable groups such as OVC, People Living with HIV/AIDS, and Most at Risk Populations.
- G. Perform other services as requested by the Mission Director or Acting Mission Director.

IV. SPECIAL QUALIFICATION REQUIREMENTS:

In order to be considered for the position a candidate must meet the Minimum Qualifications listed below. Consideration and selection will be based on panel evaluation of the Minimum Qualifications and Evaluation Factors. Additionally, interviews and writing samples may be requested. Applicants are encouraged to write a brief appendix to a resume, OF-612 or SF-171 to demonstrate how prior experience and/or training addresses the Minimum Qualifications and Evaluation Factors listed below.

The post of HIV/AIDS Multisector Team Leader is a senior level position requiring a well-developed understanding of US global health interests and the HIV/AIDS epidemic in general and Zambia in particular. Knowledge of Southern Africa culture is a plus. Negotiation skills, conflict resolution techniques, and experience in contract management, country program operation and project management, and superior analysis and reporting skills are critical.



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The HIV/AIDS Multisector Team Leader will be expected to have strong leadership skills and experience with HIV/AIDS programs, including sectors outside of health. The HIV/AIDS Multisector Team Leader will be expected to provide policy-level advice and counsel to USAID and the U.S. government at meetings with top government, collaborating partners, and civil society professionals. The position requires strong organizational skills and the ability to work across a number of topical and subject areas. Skills for consensus-building across teams at different levels are essential.

The HIV/AIDS Multisector Team Leader should have good interpersonal skills to work with all units in the Mission and the interagency PEPFAR team on issues regarding HIV/AIDS. He/she should have a strong understanding of the HIV/AIDS epidemic, especially as it affects all sectors of society.

V. EVALUATION CRITERIA

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application, an interview process, and reference checks. The evaluation criteria for this position are:

Education and other Academic Training (10 points)

A graduate degree in social sciences, public health, development studies, management, communications, health, social work, natural/biological sciences, or related fields. Demonstrated broad technical knowledge of the multisectoral nature of and response to the HIV/AIDS epidemic is required.

Leadership/Professional Development (20 points)

- A. A minimum of 10 years experience demonstrating increased management responsibility, with at least five years in a developing country managing HIV/AIDS or related programs.
- B. Demonstrated results-oriented HIV/AIDS technical and management leadership and strategic planning with analytical, and programmatic and fiscal management skills within the context of developing countries.
- C. Strong working knowledge of USAID or other US Government Agency programming, processes, documentation, and business practices.
- D. Experience managing or implementing multisectoral development programs, preferably on HIV/AIDS, Private-Public Partnerships, and strong knowledge of the multisectoral response to HIV/AIDS.

Technical Skills (25 points)



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- A. Understanding of US global health issues and the HIV/AIDS epidemic in general and Zambia in particular. Experience working in a management capacity on PEPFAR a plus.
- B. Demonstrated technical knowledge of current theory and evidence-based practices in one or more areas of HIV/AIDS prevention, care, and treatment is required.
- C. Demonstrated effective ability to analyze HIV/AIDS policies, epidemiological trends, survey results, and service statistics and apply them to strategic planning, management, and implementation.
- D. Experience with HIV/AIDS programs, particularly those sectors outside of health.
- E. Demonstrated skills in monitoring and evaluation, strategic information, reporting systems, and information systems. Superior analytical and reporting skills are critical.

Interpersonal, Team Management, and Communication Skills (45 points)

- A. Strong leadership and team management skills with experience managing diverse team;
- B. Experience in providing high level policy advice and counsel to USAID and the U.S. government at meetings with top government, collaborating partners, and civil society professionals;
- C. Strong organizational skills and the ability to work across a number of topical and subject areas;
- D. Strong skills for consensus-building and collaboration across teams at different levels are essential;
- E. Strong interpersonal skills to work with all units in the Mission and the interagency PEPFAR team on issues regarding HIV/AIDS is critical;
- F. Demonstrated success managing complex interagency programs/operations, contracts and agreements;
- G. Knowledge of Southern Africa culture is a plus;
- H. Demonstrated outstanding communications (verbal, written, presentation) and interpersonal skills.

VI. TERMS OF APPOINTMENT

Subject to the availability of funds, this will be a two-year contract, with an option to extend, depending upon continuing need of the services.



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The position has been classified at a US Government GS-15 level. The actual salary of the successful candidate will be negotiated within that range depending on qualifications and previous earnings history.

VII. LOGISTICAL ARRANGEMENTS

USAID/Zambia shall provide office space, and telephone/fax/e-mail (for communication with USAID officials and others in support of program objectives) as well as travel, lodging, and transportation for official purposes.

PLACE OF PERFORMANCE: The HIV/AIDS Multisector Team Leader will be based in Lusaka at the USAID/Zambia mission and report directly to the Mission Director.

TRAVEL SUMMARY

The HIV/AIDS Multisector Team Leader is expected to travel within the country to monitor SO9 and other SO projects as per quarterly travel plans;

The contractor is expected to travel within the country as required in preparation for and to accompany the Mission Director, the Ambassador, government officials, or any high level visit;

The contractor is expected to travel to and participate in PEPFAR Annual Meetings, PEPFAR Strategic Information Meetings, USAID/W SOTA Meetings, and other appropriate workshops or meetings approved by the mission Training Committee;

The contractor may travel for USAID approved training, eg. Leadership Training, upon approval of Mission Director and Training Committee.

VIII. SECURITY AND MEDICAL CLEARANCES

The HIV/AIDS Multisector Team Leader must be a TCN/ U.S. citizen and be able to obtain a Secret Security Clearance and appropriate Medical Clearance from STATE/MED. The selected applicant must obtain these clearances prior to departure for post. All accompanying dependents must also obtain Medical Clearance prior to departure for post.

IX. LIST OF REQUIRED FORMS FOR TCNs/ USPSCs

Forms outlined below can found at

http://www.usaid.gov/procurement_bus_opp/procurement/forms/

1. Standard Form 171 or Optional Form 612.
2. Contractor Physical Examination (DS-1843). **
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
4. Questionnaire for Non-Sensitive Positions (SF-85). **
5. Finger Print Card (FD-258). **

** Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.



Policy Guidance Pertaining to PSCs

Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Documents (AAPDs) contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website:

http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/

to determine which CIBs/AAPDs apply to this contract.

Additionally, Appendix D of the USAID Acquisition Regulations (AIDAR) also applies to PSCs. Appendix D can be found at:

<http://www.usaid.gov/policy/ads/300/aidar.pdf>

Benefits/Allowances:

As a matter of policy, and as appropriate, a TCN/USPSC recruited off-shore is normally authorized the following benefits and allowances:

1. BENEFITS:

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Eligibility for Worker's Compensation
- Annual & Sick Leave
- Access to Embassy medical facilities, commissary and pouch mail service
- Shipment and Storage of Household Effects
- Shipment of POV (Privately Owned Vehicle)

2. ALLOWANCES (if applicable, as found in the Standardized Regulations (Government Civilian Foreign Areas):

- Temporary Lodging Allowance (Section 120)
- Living Quarters Allowance (Section 130)
- Post Allowance (Section 220)
- Supplemental Post Allowance (Section 230)
- Separate Maintenance Allowance (Section 260)
- Educational Allowance (Section 270)
- Educational Travel (Section 280)
- Post Differential (Chapter 500)
- Payments during Evacuation/Authorized Departure (Section 600) and
- Danger Pay (Section 650)



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FEDERAL TAXES:

USPSCs are not exempt from payment of U.S. Federal Income taxes.

X. APPLYING:

Qualified individuals are requested to submit a U.S. Government Standard Form 171 or Optional Form 612 (available at the USAID website, http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov>, or at Federal offices) and a resume containing the following information:

1. Personal Information: Full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held).
2. Education: Colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours).
3. Work Experience: Provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if Federal job), duties, and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
4. References: Applicants are required to provide three professional references with complete contact information including email address and telephone numbers.
5. Statement of Availability: A written statement certifying the date and length of time for which the candidate is available for the position.
6. Applications may be submitted by e-mail, fax, DHL or FedEx air courier by the closing time and date to:

Jeff Sharp, Executive Officer
USAID/Zambia
Plot No. 351 Independence Avenue
P.O. Box 32481
Lusaka, Zambia
TELEPHONE NUMBER: (260)-211- 254-303
FAX NUMBER: (260)-211-254-532
E-MAIL ADDRESS: [mailto: jsharp@usaid.gov](mailto:jsharp@usaid.gov) (Jeff Sharp) with copies to mdeurwaarder@usaid.gov (Mwansa Deurwaarder)



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7. To ensure consideration of applications for the intended position, please reference the solicitation number on your application and as the subject line in any cover letter.
8. Applications received after the date and time shall be considered late and shall not be considered for award. We suggest you confirm with the Executive Office that all documents submitted were received prior to closing date and time of this notice. Equipment failures at USAID or by the applicant's network are not acceptable reasons for late submission as applicants have the option of sending hard copy via courier.